

Obtaining a Ministerial License or Ordination

through Christian Bible Institute & Seminary
(Policy as of 5-2011)

The following is the policy for granting ministerial license and ordination with Christian Bible Institute & Seminary, Inc. All applicants for license or ordination who hold traditional Christian beliefs and values will be considered and are subject to approval by the board of CBIS. No person will be accepted or denied because of race, national origin, sex or cultural background.

Candidates for Ordination must attend the annual Graduation held each summer in the Houston, Texas Area to become ordained. If students cannot attend one of our annual graduations they may request that a member of our staff ordain them at a designated location of their choice. However an honorarium along with travel expenses will be required for the ordaining staff member.

ORDINATION IS NOT DONE BY DISTANCE

Part 1: Christian Bible Institute and Seminary Students and Alumni

I. For those who have completed at least the Core Curriculum and are working toward a Bachelor's Degree or higher from CBIS.

- (A) A ministerial license will be granted for an initial fee of \$100 and an annual fee of \$25.
Prerequisite: Three years of continuous service in a Christian ministry of the student's choice.
- (B) This license may be upgraded to ordination for an initial fee of \$50 and an annual fee of \$35.
Prerequisite: Three additional years (for a total of six years) of continuous service in a Christian ministry of the student's choice
- (C) A certificate of ordination will be granted for an initial fee of \$150 and an annual fee of \$35.
Prerequisite: Six years of continuous service in a Christian ministry of the student's choice.
Prerequisite: Must have held a ministerial license or ordination from a reputable Christian organization for a minimum period of four years.
- (D) The candidate must provide three (3) letters of recommendation. One of these letters should be from the pastor or overseer. Note: If you are a pastor this letter should be from a person to whom you hold yourself accountable.

II. For those who have completed a Master's Degree from CBIS

- (A) A ministerial license will be granted for an initial fee of \$100 and an annual fee of \$25.
Prerequisite: Two years of continuous service in a Christian ministry of the student's choice.
- (B) This license may be upgraded to ordination for an initial fee of \$50 and an annual fee of \$35.
Prerequisite: Two additional years (for a total of four years) of continuous service in a Christian ministry of the student's choice
- (C) A certificate of ordination will be granted for an initial fee of \$150 and an annual fee of \$35.
Prerequisite: Five years of continuous service in a Christian ministry of the student's choice.
Prerequisite: Must have held a ministerial license or ordination from a reputable Christian organization for a minimum period of three years.
- (D) The candidate must provide three (3) letters of recommendation. One of these letters should be from the pastor or overseer. Note: If you are a pastor this letter should be from a person to whom you hold yourself accountable.

III. For those who have completed a Doctoral Degree from CBIS

- (A) A ministerial license will be granted for an initial fee of \$100 and an annual fee of \$25.
Prerequisite: One year of continuous service in a Christian ministry of the student's choice.
- (B) This license may be upgraded to ordination for an initial fee of \$50 and an annual fee of \$35.
Prerequisite: One additional year (for a total of two years) of continuous service in a Christian ministry of the student's choice
- (C) A certificate of ordination will be granted for an initial fee of \$150 and an annual fee of \$35.
Prerequisite: Four years of continuous service in a Christian ministry of the student's choice.
Prerequisite: Must have held a ministerial license or ordination from a reputable Christian organization for a minimum period of two years.
- (D) The candidate must provide three (3) letters of recommendation. One of these letters should be from the pastor or overseer. Note: If you are a pastor this letter should be from a person to whom you hold yourself accountable.

Part 2: Non Christian Bible Institute and Seminary Students and Alumni

I. Ministerial License

A ministerial license will be granted for an initial fee of \$150 and an annual fee of \$35 with the following conditions:

- (A) The candidate can show documentation of an ongoing involvement in a Christian ministry.
- (B) This involvement must have been ongoing for a period of at least three years at the time of application.
- (C) The candidate must provide three (3) letters of recommendation. One of these letters should be from the pastor or overseer. Note: If you are a pastor, this letter should be from a person to whom you hold yourself accountable.
- (D) The candidate must successfully complete one of the following 3-hour courses from Christian Bible Institute and Seminary, *CBIS- Bible Study Methods or Christian Ethics*. The cost of each course is \$100, which includes the textbooks and exams in PDF format.
- (E) If the candidate can show reason, why one or more of these conditions may be waived, we will take that reason into consideration for reassessment and reevaluation purposes.

II. Ordination

A certificate of ordination will be granted for an initial fee of \$175 and an annual fee of \$45 with the following conditions:

- (A) The candidate must show documentation of an ongoing involvement in a Christian ministry.
- (B) The candidate must be in possession of a ministerial license or ordination granted from a reputable source.
- (C) The ministerial license and/or ordination must have been held for a minimum of five years.
- (D) The candidate must provide three (3) letters of recommendation. One of these letters should be from the pastor or overseer. Note: If you are a pastor, this letter should be from a person to whom you hold yourself accountable.
- (E) The candidate must successfully complete the 3-hour course from Christian Bible Institute and Seminary, *CBIS- Bible Study Methods or Christian Ethics*. The cost of both courses is \$100 each, which includes the textbook and exam in PDF format.
- (F) If the candidate can show reason, one or more of these conditions may be waived.

Christian Bible Institute & Seminary, Inc.
Application For License or Ordination

15814 Champions Forest Dr #115 Spring, Texas 77379 -- 888-360-0004

Please print or type. It is important to complete all information.

Last Name _____ First _____ Middle _____ Sex _____

Street Address _____ City _____ State _____ Zip _____

Home Phone _____ Office Phone _____ Fax _____ Birth ____ - ____ - ____

SS Number ____ / ____ / ____ / Church Membership _____ Pastor _____

Pastor's Phone _____ Pastor's Address _____ City _____

State _____ Zip _____ Total Years of Christian Service _____

Highest Academic Level Achieved _____

I respectfully apply for the following consideration: 1. ____ Ministerial license 2. ____ Ordination.
(You must hold a ministerial license before applying for ordination)

Do you presently hold Ministerial credential(s)? ____ Type _____

Name of the issuing organization _____ Date of issue _____

Are you presently active with that organization? ____ (if "no," attach an sheet of explanation).

Check List

1. ____ I have attached a statement of ministry experience.
2. ____ I have attached ____ letters of recommendation (minimum of 3).
3. ____ I have attached a statement explaining why I should be granted the above consideration.
4. ____ I have enclosed \$100.00 for the cost of the course *CBIS- Bible Study Methods or Christian Ethics* (not required for CBIS students or alumni).
5. ____ I have enclosed \$ _____ for the consideration above (See instructions).
6. ____ I have read and I understand the contents of the CBIS publication *Obtaining a Ministerial License or Ordination*.
7. ____ I have enclosed a photograph of myself (Unless on file at CBIS).

Affirmation

By signing below I affirm and acknowledge...

...that I will uphold the standards of the Bible which is the only and true source of divinely written oracles of God. .

...that I will be true to the Christian faith.

...that I will be true to the calling in which my Lord has entrusted me.

...that I will endeavor to live a life before God and man that is exemplary of Christian service.

...that I will endeavor to live a life that not bring reproach to Christian Bible Institute and Seminary, Inc., Christian Bible Institute and Seminary, or any other outreach or ministry of CBIS.

...that I freely give permission to CBIS to conduct a National Agency Check or other investigations as CBIS deems necessary. .

...that the laws of the State of Texas and the State of Florida, USA shall apply.

...that I will voluntarily surrender any certificate, license or ordination issued by CBIS if I violate any of the above affirmations.

Signature _____ Date: _____ - _____ - _____

This application must be completed and signed before it will be processed. Do not leave blank spaces. If you have any questions, please call.

(For CBIS use only)

Approved: _____ Denied: _____

By: _____ Date _____